

– Culture – Central –

Strategy and Policy Manager

Time: 2 days per week (15hours) fixed term until 31st March 2021

Salary: £42,500 pro rata

Based: Currently based from home, but may include travel and meetings across the West Midlands

Background:

Culture Central is a Cultural Sector support organisation. It is a membership-based organisation created to help build a sustainable and resilient arts and cultural ecology and economy in the region. Please see more about our work [here](#)

The role:

We are looking for a fixed term strategy manager to oversee the delivery and management of a region-wide Audience Engagement Strategy, commissioned in partnership with Birmingham Organising Committee for the Commonwealth Games Ltd (OC) Coventry City of Culture (CoC) Arts Council England (ACE) Birmingham City Council (BCC) West Midlands Combined Authority (WMCA) West Midlands Growth Company (WMGC) and GBSLEP (Greater Birmingham & Solihull LEP).

They will also support the Culture Central Director in strategic planning and policy.

Main Responsibilities of the Post:

- Oversee delivery of the successful tender project (supplier TBC)
- Manage the day to day relationship with the successful supplier, ensuring high quality delivery against agreed milestones
- Manage stakeholder relationships linked to the programme, including but not limited to: Birmingham Organising Committee for the Commonwealth Games Ltd (OC), Coventry City of Culture (CoC), Arts Council England (ACE), Birmingham City Council (BCC), West Midlands Combined Authority (WMCA), West Midlands Growth Company (WMGC) and GBSLEP (Greater Birmingham & Solihull LEP).
- Maintain and overview and spot opportunity for crossover and collaboration with the sister piece on economic impact & diversity of leaderships managed by the WMCA.
- Maintain strong working relationships with the OC's CCQ and Procurement teams
- Develop a clear plan for sharing the baseline, results and outcomes with the cultural sector
- Work with Culture Central Director and Partners in ongoing strategic planning and policy including
 - Supporting development of future policy influencing, lobbying & advocacy across sectors & funders
 - Supporting strategic planning to meet future needs of CC

Person Specification:

Experience

- Experience of managing contractors and suppliers
- Experience of managing projects with a complex range of partners
- A track record in working with a range of strategic partners and co-commissioners
- Experience of designing and implementing policies and strategy, ideally within the cultural, public or third sector.
- Experience of working in the region and ideally with the Cultural Sector.
- Experience and confidence in discussing audience development, data analysis & audience trends
- Experience of managing tendered projects to successful outcomes

Skills

- Ability to inspire trust and confidence amongst diverse stakeholders and communities of interest and build collaborative relationships
- Excellent verbal and written communication and presentation skills and the ability to communicate complex ideas and issues to a variety of audiences.
- Excellent inter-personal and team working skills and proven ability to form partnerships and motivate and enthuse others
- Demonstrable commitment to inclusive practice.
- Knowledge and understanding of the strategic issues faced by the public, private and voluntary and community sectors and an awareness of the arts and culture as a tool for transformation
- Self-motivated and ability to work alone
- Excellent IT skills, including the use of word processing, PowerPoint, spreadsheets and graphics software

To apply, please send your CV along with either: a Covering letter (max 2 pages) or a video or audio application of no more than 8 minutes to info@culturecentral.co.uk.

Deadline: 5pm, 26th October 2020.

Culture Central is committed to inclusive practice, and we actively encourage applications from people whose backgrounds are currently underrepresented in our workforce; specifically people of Black African, Caribbean, Afro-Latinx and African-American heritage, including people of mixed-Black heritage who identify as such, as well as people who identify as (d)Deaf, disabled and/or LGBTQ+.

We guarantee an interview to anyone who identifies as one or more of the above, who meets the skills and experience criteria in the job description.

If you feel you have any barriers in applying or require additional support to apply, please email info@culturecentral.co.uk or call [0121 2856466](tel:01212856466) and someone will get back to you. (please note, due to working from home the phones are not monitored on a daily basis, but if you leave a message, we will get back to you)

Interviews will most likely be via Zoom week commencing 2nd November 2020.